

Request for Offers (RFO) Addendum

RFO Number: RFO0134

Addendum Number: 3

Date of Addendum: 07/20/2016

Original Posting Due Date, Time: 07/21/2016 3:00pm

Revised Due Date, Time: N/A

Title: MN Governor's Council on Developmental Disabilities Website Content Management – Electronic Government Services (GCDDs)

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting answers to an additional question received on the RFO.

Question 24. The RFO states “website content changes and updates averaging 15-20 hours per month.” We think this might have been intended to be per week. This would of course greatly affect the cost proposal. Can you verify it is indeed 15-20 hours per month?

Answer 24. See Answer 16. This was answered correctly.

Request for Offers (RFO) Addendum

RFO Number: RFO0134

Addendum Number: 2

Date of Addendum: 07/18/2016

Original Posting Due Date, Time: 07/21/2016 3:00pm

Revised Due Date, Time: N/A

Title: MN Governor's Council on Developmental Disabilities Website Content Management – Electronic Government Services (GCDDs)

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting answers to an additional question received on the RFO.

Question 23. The RFO references mndisability.gov. This link appears to be broken. Do you mean www.mndisability.gov or do you happen to mean mn.gov/mnddc?

Answer 23. The Council includes a link on its home page to www.mndisability.gov but the Council is not responsible for managing or updating the site.

Request for Offers (RFO) Addendum

RFO Number: RFO0134

Addendum Number: 1

Date of Addendum: 07/12/2016

Original Posting Due Date, Time: 07/21/2016 3:00pm

Revised Due Date, Time: N/A

Title: MN Governor's Council on Developmental Disabilities Website Content Management – Electronic Government Services (GCDDs)

SCOPE OF ADDENDUM

The following are changes to the RFO: Posting the answers to the questions received on the RFO.

Question 1. Is there any possibility to provide these services via remote work option?

Answer 1. As stated in the RFO, page 3, the vendor's resource(s) may work remotely to provide support for the GCDD content. On-site, in person work may be necessary and required at times.

Question 2. What will be the mode of the interview?

Answer 2. Interviews may be conducted in person or phone.

Question 3. Are there any incumbents. If yes, how many?

Answer 3. The GCDD is currently has a contract with a vendor to provide these services but that contract is nearing the expiration.

Question 4. What is the period of performance for this position?

Answer 4. The original contract is anticipated to be 1 year although the State reserves the right to extend the contract.

Question 5. What are the total number of working hours?

Answer 5. The average monthly work is expected to be 15-20 hours a month with occasional peaks when significant website changes are required. The initial contract term is expected to be 1 year.

Question 6. Do you require an individual or a team?

Answer 6. A vendor may propose a single resource or a team of up to 2 individuals for this staff augmentation position, as stated in the RFO.

Question 7. "The GCDD is seeking responses from vendors with an awareness and understanding of best practices in the field of developmental disabilities" – Can you expand more on this requirement?

Answer 7. People with disabilities are living, learning, working and enjoying life in the most integrated setting:

- Employment: People with disabilities will have choices for competitive, meaningful, and sustained employment in the most integrated setting.
- Housing: People with disabilities will choose where they live, with whom, and in what type of housing.
- Transportation: People with disabilities will have access to reliable, cost-effective and accessible transportation choices that support the essential elements of life such as employment housing, education, and social connections.
- Supports and services: People with disabilities of all ages will experience meaningful, inclusive, and integrated lives in their communities, supported by an array of services and supports appropriate to their needs and that they choose.
- Lifelong Learning and Education: People with disabilities will experience an inclusive education system at all levels and lifelong learning opportunities that enable full development of individual talents, interests, creativity, and mental and physical abilities.
- Healthcare and Healthy Living: People with disabilities, regardless of their age, type of disability, or place of residence, will have access to a coordinated system of health services that meets individual needs, supports good health, prevents secondary conditions, and ensures opportunity for a satisfying and meaningful life.
- Community Engagement: People with disabilities will have the opportunity to fully engage in their community and connect with others in ways that are meaningful and aligned with their personal choices and desires.
- (State of Minnesota Olmstead Plan)

Question 8. For WCAG 2.0 accessibility standards, what level do you require – A, AA, AAA?

Answer 8. AA is standard. AAA is encouraged.

http://mn.gov/mnddc/news/pdf/Standard_OET000_Accessibility_090110.pdf

Also see 22. Below.

Question 9. Other than Facebook and YouTube, are there other social media platforms you are interested in pursuing?

Answer 9. No.

Question 10. Prior to this RFO, were you working with an outside resource to support the GCDD websites?

Answer 10. See 3. Above.

Question 11. Is there an incumbent who will be submitting a proposal for this project?

Answer 11. Any vendor with an active, approved SITE Master Contract who is approved in the Web Application Design and Development category is eligible to respond to the RFO.

Question 12. Is there a maximum hourly rate for this project?

Answer 12. Vendor must provide the proposed hourly rate(s) in their response. Proposed hourly rates may not exceed the vendor's approved maximum hourly rate under the SITE Program.

Question 13. Will a blended hourly rate be acceptable? We typically pull in other employees in our agency to provide secondary support throughout a project.

Answer 13. This is a staff augmentation position. Each resource provided (up to 2) must have an individual hourly rate.

Question 14. Is there a budget restriction for this position? If so, what is it?

Answer 14. Option 1: the State declines to answer this question.

Question 15. Does the resource need to work onsite or they can work offsite?

Answer 15. As stated in the RFO, page 3, the vendor's resource(s) may work remotely to provide support for the GCDD content. On-site, in person work may be necessary and required at times.

Question 16. Can you confirm if the State needs the resource for only 15-20 hours/month?

Answer 16. The work needed throughout the contract term will average 15-20 hours per month although there may be periodic increases to the hours if significant website changes are required.

Question 17. Can you confirm if the State needs 1 CMS developer and 1 Website developer or any preference?

Answer 17. A vendor may propose a single resource or a team of up to 2 individuals for this staff augmentation position, as stated in the RFO.

Question 18. Which Content Management Software (CMS) is the State currently using?

Answer 18. The state uses a variety of platforms currently and is standardizing on Tridion long term. Refer to the Mandatory qualifications and Desired Skills sections in the RFO.

Question 19. Can the work be done remotely?

Answer 19. As stated in the RFO, page 3, the vendor's resource(s) may work remotely to provide support for the GCDD content. On-site, in person work may be necessary and required at times.

Question 20. Can the work be done during non-business hours?

Answer 20: Generally speaking, no.

Question 21. What will be the expected turnaround on requested updates, fixes, etc.?

Answer 21. Updates and fixes are only a small portion of the full range of website work; a few items may need immediate attention; the majority may fall within the one day to three day category; a very few may span a longer time period. The focus of the request is ongoing work.

Question 22. You have Section 508 and WCAG in both the required and desired skills; would you consider just putting that skill in the Desired skills?

Answer 22. No. Accessibility is critical so these are all required skills. The vendor must be fully knowledgeable of Section 508 Standards, State of Minnesota Accessibility Standards, Web Content Accessibility Guidelines, and W3C recommendations; and experienced in how accessibility features apply to website design and development.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: